

# St Stephen's Children's Centre

Meadow Place

(Off South Lambeth Road, Opposite  
South Lambeth Rd Library)

Stockwell, SW8 1XY

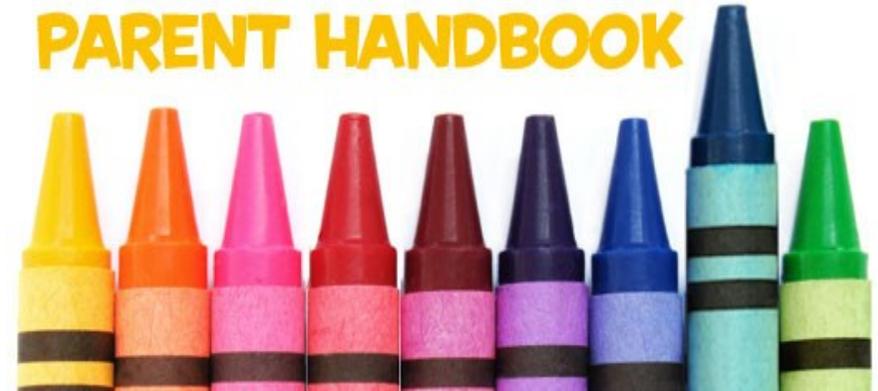
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St Stephen's Children's Centre

## PARENT HANDBOOK





## **Welcome to St Stephen's Children's Centre.**

Please take the time to read through this parents handbook.

St Stephen's Children's Centre provides a friendly, safe and homely environment for families and children under five, giving access to a range of high quality, fun and stimulating activities.

### **Our Centre supports**

#### **families with children 0-5 years old**

We offer professional and confidential advice and support, as well as somewhere to meet other parent/carers.

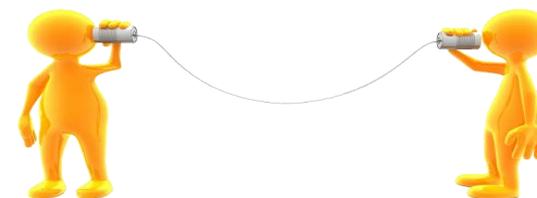
Professional advice could be matters related to housing, parenting, childcare options, ante and post-natal queries, getting back into training or a job and managing finances.

We aim to provide a thriving facility providing child centred care, health, education and training in a welcoming and caring environment - touching the lives of all who come through its doors in a creative and dynamic way, giving life to the community

**Androulla Charalambous**

**Children's Centre and Extended Services Strategic Manager**

## **Communication, Evaluation, Compliments and Complaints**



**We hope that your experience of attending St Stephen's Children's Centre is a positive one and we welcome any feedback on your visit.**

- We aim to work together to resolve any difficulties or concerns you may have.
- If you have had a positive experience, please make a comment in our book or box.
- If you have any concerns please discuss this with the manager.
- If you have a complaint refer to our procedure which is available on request

**HAVE YOUR SAY, HELP US SHAPE FUTURE SERVICES**

**Join our Parents Power meetings.**



## Golden Rules

At St Stephen's Children's Centre we aim to create a friendly and welcoming environment for families, children and visitors to enjoy.

We have included a list of guidelines for everyone to follow to help us to achieve this.

- You are responsible for your children whilst attending the play sessions
- You are responsible for knowing where your children are at all times and must inform a staff member if you need to leave your child unattended to go to the toilet or to make a drink
- Be aware that you are a role model for others - please always use appropriate language and tone, around or directly to children at any time.
- Please be aware of new members and help to make them feel welcomed.
- If you feel that a child's behaviour is inappropriate, please refer to a member of staff.



### Courses / Adult Learning

You are not guaranteed a place when you sign up for a course. We do our best to give everyone the opportunity to attend a course.

- If you are on a course, please call if you cannot make a class. We expect you to attend at least 90% of the course you have been allocated
- We will ask you to complete some forms before your child crèche
- Always arrive 10 minutes early to settle your child in crèche.

“ active play to make learning easy and enjoyable ”

Toys are fun, but toys are also tools that help children learn about themselves and the world around them. Play is critical to the healthy growth and development of children.

As children play, they learn to solve problems, to get along with others and to develop the fine and gross motor skills needed to grow and learn.

Play helps a child do the following:

- **Develop physical skills.** Gross motor skills are developed as a child learns to reach, grasp, crawl, run, climb and balance. Fine motor skills are developed as children handle small toys.
- **Develop cognitive concepts.** Children learn to solve problems (What does this do? Does this puzzle piece fit here?) through play. Children also learn colours, numbers, size and shapes. They have the ability to enhance their memory skills as well as their attention span. Children move on to higher levels of thought as they play in a more stimulating environment.
- **Develop language skills.** Language develops as a child plays and interacts with others. This begins with parents playing cooing games with their children and advances to practical levels such as telling make-believe stories and jokes.
- **Develop social skills.** Learning to cooperate, negotiate, take turns and play by the rules are all-important skills learned in early games. These skills grow as the child plays. As a result, children learn the roles and rules of society.

### As a parent, what is my role in play?

Parents are their children's first and best playmates. Parents have a role in being involved in their children's play. Children tend to be more creative when their parents are involved in their play. The best play occurs when the adult plays alongside the child, rather than just providing the toys or supervising. Becoming part of a child's play may take practice.

Some suggestions for joining your child's play include:

- **Observe.** Watch your child closely to learn what he or she can do and has problems doing. Also, be aware of your child's favourite activities.
- **Follow.** Join in and play with your child so that he or she knows you are interested in what he or she is doing. You can add to the complexity of the play; however, let your child be in control and determine the direction of play.
- **Be creative.** Let go of the adult idea that there is only one way to play with a toy. Use toys in different ways, and you will be amazed at how many different ways you can play with one toy. Being creative will make playing more fun for you and your child.

We can support you to access to free Nursery placement for 2-3-4yr olds

## Parents as Partners



We acknowledge parents are their children's first educators and we see our role in partnership with parents.

- We encourage parents to share their skills and experience with us
- We offer a range of adult learning courses and encourage voluntary work with the center

(Please ask at reception if you are interested)

### Family Support for Families

Family Support is available if you feel you need some support talk to the outreach team.

*(Pick up our family support leaflet)*

## Visitor Guidelines



1. All visitors must sign in at reception
2. All pushchairs must be placed in the designated place

### Safeguarding

- If you have a concern about a child or adult, please speak to the Manager or the Head teacher in her absence (the Safeguarding policy is available for reading on request)

### First Aiders

- All staff are first aid trained
- Refer to appointed first aiders displayed on the wall
- If you or your child have an accident on site, we will record it on a form and ask you to sign it.

### Fire Evacuation

The safety of everyone in is very important to us. we ask you to familiarise yourself with the meeting point and evacuation procedure. (on the wall in each room)

### Healthy Eating

- We are committed to promoting healthy, varied and enjoyable food.
- We welcome and are committed to the promotion of breastfeeding. Please read our breastfeeding and healthy eating policy

### Policies

- All Policies are available for reading at reception